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ODP-83-080
20 January 1983

MEMORANDUM FOR: Director of Security

25X1 ATTENTION:

[redacted]
Deputy Director for Policy and Management

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[redacted]
Chief, Information Systems Security Group, OS

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FROM:

[redacted]
Chief, Management Staff,
Office of Data ProcessingSUBJECT: Office Automation Systems and Word Processing
Equipment (OAS/WPE) Draft Headquarters Notice25X1 REFERENCES: A. Memo for Chief, Management Staff, ODP, from
[redacted] dated 11 Aug 82, Same Subject,
OS 2-1873/A

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B. Memo for Chief, Management Staff, ODP, from
[redacted] dated 29 Sept 82, Same
Subject

1. Attached you will find the final draft of the OAS/WPE Headquarters Notice that was coordinated with your office. This version is being sent to the DDA for approval and subsequent Agency-wide coordination and publication. I would like to take this opportunity to thank you and your staff for the time and effort taken to review and comment on this and previous drafts.

2. ODP personnel have been working closely with a number of offices and staffs throughout the Agency in an effort to design and establish procedures to provide a responsive and efficient support structure to satisfy Agency OAS/WPE requirements. The results of these efforts are reflected in the notice. The purpose of the notice is to provide Agency component management with a DDA coordinated planning level description of the OAS/WPE process. I believe this has been achieved. Existing procedures are broadly described and referenced. Where there are deviations, sufficient detail is provided to explain the process and define each component's role.

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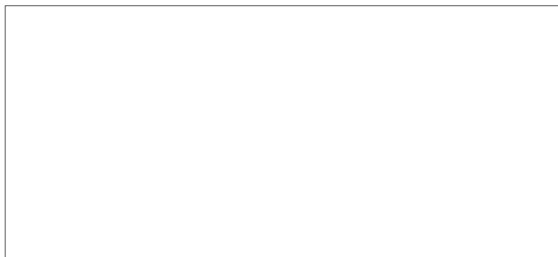
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3. The comments provided by you and your staff are greatly appreciated and were incorporated into the notice. Again, thank you for your efforts.

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Att: a/s



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